

# David Nabhan

## Talent Acquisition & Onboarding Specialist

Beirut, Lebanon

Mobile: +961 76 934 066

Email: [nabhan.david@gmail.com](mailto:nabhan.david@gmail.com)

[LinkedIn](#)

## PROFESSIONAL SUMMARY

---

Talent Acquisition specialist with 5 years of experience across full-cycle talent acquisition, employee engagement, and employee relations in fast-paced, high-growth environments. Adept in building diverse talent pipelines and partnering with cross-functional teams to deliver high-quality candidates. Data-informed and people-centric, with proven experience in handling sensitive people matters and improving team productivity and alignment.

## PROFESSIONAL EXPERIENCE

---

### People & Culture Specialist

June 2022 - Present

#### Oreyeon - Beirut, Lebanon

Tech startup specializes in building AI to optimize airport operations to ensure aircraft and travelers are safe.

- Owned the full recruitment and onboarding lifecycle for junior-to-senior hires across functions, from candidate sourcing (LinkedIn, referrals, and networking) to CV screening, structured interviews, offers, and onboarding logistics—cutting role reposts by 50%.
- Built and maintained structured candidate pipelines for ongoing needs, tracking time-to-hire, funnel efficiency, and cost-per-hire in custom HR dashboards to spot key trends.
- Designing and conducting structured, competency-based culture-fit interviews to ensure consistent and fair candidate evaluation, improving the interview-to-offer ratio by 40% (from 7:1 to 4:1).
- Handled recruitment administration including job postings, applicant tracking system updates (Workday), candidate records, offer preparation, and pre-employment checks, while coaching managers on consistent communication for better candidate experience.
- Spearheaded onboarding coordination—from induction scheduling and system setups to new hire follow-ups—accelerating time-to-productivity and gathering feedback to refine integration processes.
- Leveraging people data (eNPS, engagement surveys, performance indicators, KPIs) to identify leadership hiring risks, succession planning gaps, and engagement trends impacting role stability and satisfaction.

### Management and Development Consultant

Jan 2021 - Mar 2022

#### Mada International - Beirut, Lebanon

A non-partisan, non-sectarian Lebanese NGO that aims to reinforce the relationship between local communities and their natural environment.

- Conducted organisational capacity assessments for NGOs used in professional services, resulting in measurable increases in productivity and reduced processing times of over 30%.
- Developed organisational frameworks, including 54 HR policies, financial manuals, job descriptions, and TORs, contributing to structural redesign and improved governance for over 10 NGOs.
- Delivered a 7-country labour market study to identify emerging economic sectors and youth employment opportunities within green and circular economies.
- Guided senior leadership teams on management gaps, process improvements, and capability needs based on extensive research.

## EDUCATION

---

### Bachelor of Arts, Psychology (with Honors; 3.3/4)

Aug 2016 - July 2019

Lebanese American University (LAU), Lebanon

## VOLUNTEERING

---

### Research Assistant

Jan 2020 - Mar 2020

#### Blue Mission Organization - Saida, Lebanon

- Analyzed mental health and awareness data for 240+ participants; applied 50+ standardized assessments and provided referrals, ensuring data accuracy, confidentiality, and adherence to research and ethical standards.

### Research Assistant

Aug 2019 - Dec 2019

#### Makhzoumi Foundation - Beirut, Lebanon

- Conducted surveys and analyzed data for 150+ street-connected children, consolidating findings into evidence used in organizational programs and publications.

# David Nabhan

## Talent Acquisition & Onboarding Specialist

Beirut, Lebanon

Mobile: +961 76 934 066

Email: [nabhan.david@gmail.com](mailto:nabhan.david@gmail.com)

[LinkedIn](#)

### LANGUAGES

---

- Native in English and Arabic.

### SKILLS

---

- **Industry Knowledge:** Talent Pipeline Management & Candidate Sourcing; Conducting Interviews; Relations & Advisory; People Data Analysis & Reports; Policy & Procedures Development.
- **Interpersonal Skills: Conflict Resolution & Diplomacy** (*Mediating disputes with empathy to achieve amicable resolutions and maintain positive relationships*); **Adaptability & Agility** (*Willingness to support the team on last-minute changes, supporting the team with a “can-do” approach*).

### TOOLS AND TECHNOLOGY

---

LinkedIn Recruiter - Workday - ATS - PowerPoint - Excel - Word - ClickUp - Google Workspace - Notion